



Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING

ONE (1) ADMINISTRATIVE ASSISTANT I

Assignment: Office of the Executive Director

Salary Grade: SG 7 (17,179.00)

Status: Contract of Service

Qualification Standards

EDUCATION

Completion of two year studies in college or High School graduate with relevant vocational/trade course

EXPERIENCE

None required

TRAINING

None required

ELIGIBILITY

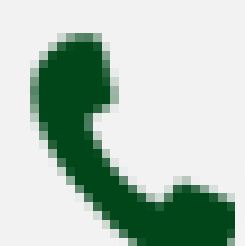
None required

Duties and Functions

- Receive, check, record in the logbook and release all received documents that need to be approved by the Executive Director;
- Handle, photocopy, encode in the database and file all approved letters/documents with the initials of the division head for record purposes;
- Consolidate and file reports; and scan all approved letters, memoranda, special orders, office orders and etc.;
- Prepare the weekly/monthly accomplishments report for all regular activities' documents;
- Organize and maintain the files and records of the OED;
- Assist clients;
- Answer phone calls and coordinate with person/s concerned; and
- Perform other duties and functions that may be assigned from time to time.



<https://fpa.da.gov.ph/>



(02) 8920-8573/8371-5388



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Application Procedure:

Interested and qualified applicants shall upload the documents below at <https://tinyurl.com/bdebkyad> for initial documentary review and evaluation:

- Letter of intent addressed to the DIR. GLENN DC. ESTRADA, Executive Director III;
- Personal Data Sheet with attached Work Experience Sheet;
- Photocopy of license (if applicable);
- Photocopy of TOR (if applicable); and
- Photocopy of Diploma (if applicable).

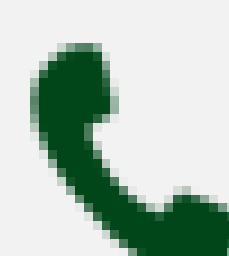
Note:

Applications with incomplete requirements and/or submitted beyond the deadline shall not be entertained.

Deadline of Submission : April 11, 2025



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